



CITY OF HOUSTON

Municipal Courts Department
Public Service Division



Online Ticket Payment "Immediate" Refund Request

Today's Date: _____

Defendant's Name: _____

Case Number: _____

Amount of Refund: _____
(Online Transaction Data Entry Report and CourtView Supporting Documents Attached)

Reason: _____

Approved:

Administrative Supervisor, Cash Management
Public Services Division

Karen Y. Williams
Assistant Director & Assistant Chief Clerk
Public Services Division

Refunder to Provide

Trace #: _____

Card Type: _____

Authorization #: _____

Transaction Amount: _____

Transaction Date: _____

Refunder's Signature: _____ Date _____